

First Aid Course Programme

October 2016 - March 2017

First
aid



Providing Excellence in
Training

FAIB
The First Aid Industry Body

 **Leeds**
CITY COUNCIL

Welcome to the Leeds City Council – Leeds Lifesaving First Aid Course Programme

“ Great thanks, I will feel much more confident in an emergency situation now ”

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Providing Excellence In Training

Since January 2007 Leeds City Council has successfully provided excellent training opportunities for a number of high profile organisations, including Leeds City Council; City Development, Education Leeds and external businesses, individuals in the community and even celebrities!

“ I’ve learned a lot from a very knowledgeable trainer and I think it is a course everyone can benefit from ” Juliet Mills, Actress

“ Important stuff everyone should attend ” Maxwell Caulfield, Actor

All of our tutors are experienced, enthusiastic and trained to the highest standard.

Our courses are practical as well as theoretical, teaching lifesaving skills, whilst instilling confidence in our candidates.

“ Good course well delivered, lots of practical involvement ”

“ I’ve done first aid for over 20 years, however this was the first course with Leeds City Council and the best by far. Excellent trainer, great knowledge, with lots of practical work, I would highly recommend to all ”

Advice For Employers

On the 1st October 2009, the Health and Safety Executive (HSE) implemented new rules for employers on first aid at work. Employers must by law carry out a first aid training needs assessment. There are now two types of first aiders: First Aid at Work (3 day course) and an Emergency First Aid at Work (1 day course). In addition, the HSE now recommends that all first aiders attend annual refresher training of 3 hours.

This assessment will help you identify what type of first aid training your first aiders need, how many first aiders you need and where they should be located.

Your First Aid Needs Assessment should consider the following topics:

- * The nature of the work, the hazards and the risks:
- * The nature of the workforce
- * The organisation's history of accidents and illness
- * The needs of travelling, remote and lone workers
- * Work patterns such as shift work
- * The distribution of the workforce
- * The remoteness of the site from emergency medical services
- * Employees working on shared or multi-occupied sites
- * Annual leave and other absences of first aiders
- * First-aid provision for non-employees
- * The size of the organisation

It is the responsibility of an employer to decide how many employees are trained as First Aiders, as well as which type of training they need. Assessing the risks of your workplace and referring to HSE regulations on the appropriate requirements for your organisation will help you make the right decision.

Employers should consider the following when selecting individuals to attend:

- * Reliability, disposition and communication skills
- * Aptitude and ability to absorb new knowledge and learn new skills
- * Ability to cope with stressful and physically demanding emergency procedures
- * Normal duties are such that they may be left to go immediately and rapidly to an emergency

More information and guidance can be found at www.hse.gov.uk/firstaid or contact us and we may be able to help you decide what level of training your staff team require.

First Aid at Work - 3 Day Course

£185 per candidate

This approved 3 day first aid at work course is for individuals intending to act as a First Aider at Work. The course will provide attendees with the skills and knowledge necessary to give effective Life Support, treat injuries, illness and care and comfort the casualty.

Course Content:

- * Acting safely, promptly and effectively in an emergency
- * Treating an unconscious casualty (including seizure)
- * Heart attack / chest pain
- * Wounds and bleeding
- * Preventing cross infection
- * Fractures
- * Sprains and strains
- * Spinal injuries
- * Burns and scalds
- * Epilepsy
- * Diabetes
- * Cardio Pulmonary Resuscitation - CPR - adult , child and baby
- * How to use an AED
- * Reporting and recording of incidents and actions and use of available equipment
- * Choking
- * Shock
- * Minor injuries
- * Anaphylactic shock
- * Poisoning
- * Eye injuries
- * Chest injuries
- * Asthma
- * Stroke

Certification

In order to gain a certificate, you must:

- * Be aged 16
- * Attend all the course hours
- * Be physically able to carry out the practical elements of the course
- * Be able to demonstrate first aid knowledge
- * Successfully complete the final assessment

An Approved First Aid at Work Certificate, valid for three years, will be awarded to all successful candidates.

Important Note

The HSE now recommends that first aiders undertake annual refresher training. Please refer to the Annual First Aid Refresher for further details.

Course dates	Venue	Times
Mon 3 – Wed 5 October 2016	John Charles Centre for Sport Middleton Grove, Leeds, LS11 5DJ	0900 – 1600
Wed 9 – Fri 11 November 2016		0900 – 1600
Mon 21 – Wed 23 November 2016		0900 – 1600
Mon 5 – Wed 7 December 2016		0900 – 1600
Mon 9 – Wed 11 January 2017		0900 – 1600
Wed 22 – Fri 24 February 2017		0900 – 1600
Wed 8 – Fri 10 March 2017		0900 – 1600
Mon 20 – Wed 22 March 2017		0900 – 1600

ALL COURSES NOW INCLUDE HOW TO USE AN AED

First Aid at Work Re-qualification - 2 Day Course

£120 per candidate

The course is designed to update the qualified First Aider, in both theoretical and practical aspects of First Aid to the standards required by the Health and Safety (First Aid) Regulations 1981.

Candidates must hold and show evidence of a current and valid First Aid at Work Certificate

Certification

In order to gain a certificate, you must:

- * Be aged 16
- * Attend all the course hours
- * Be physically able to carry out the practical elements of the course
- * Be able to demonstrate first aid knowledge
- * Successfully complete the final assessment

An Approved First Aid at Work Certificate, valid for three years, will be awarded to all successful candidates.

Important Note

The HSE now recommends that first aiders undertake annual refresher training. Please refer to the Annual First Aid Refresher for further details.

Course dates	Venue	Times
Thurs 13 & Fri 14 October 2016	John Charles Centre for Sport Middleton Grove, Leeds, LS11 5DJ	0900 – 1600
Thurs 3 & Fri 4 November 2016		0900 – 1600
Mon 14 & Tues 15 November 2016		0900 – 1600
Thurs 1 & Fri 2 December 2016		0900 – 1600
Thurs 19 & Fri 20 January 2017		0900 – 1600
Mon 30 & Tues 31 January 2017		0900 – 1600
Thurs 9 & Fri 10 February 2017		0900 – 1600
Mon 20 & Tues 21 February 2017		0900 – 1600
Thurs 2 & Fri 3 March 2017		0900 – 1600
Mon 27 & Tues 28 March 2017		0900 – 1600

Annual First Aid Refresher - 3 hr course

£45 per candidate

HSE strongly recommend annual refresher training within any 3 year certification period. The course is designed to update / refresh the qualified First Aider, in their skills.

Candidates must hold and show evidence of a current and valid First Aid at Work Certificate

Certification

In order to gain a certificate, you must:

- * Be aged 16
- * Attend all the course hours
- * Be physically able to carry out the practical elements of the course
- * Be able to demonstrate first aid knowledge
- * Be continuously assessed on your skills throughout the duration of the course

Course dates	Venue	Times
Mon 17 October 2016	John Charles Centre for Sport Middleton Grove, Leeds, LS11 5DJ	0900 – 1200
Tues 13 December 2016		1300 – 1600
Fri 27 January 2017		0900 – 1200
Wed 15 March 2017		1300 – 1600

Emergency First Aid at Work - 6 hr Course

£80 per candidate

This approved one day training course is for individuals who are required to act as an Emergency First Aider at Work, with the emphasis on preventing situations from becoming worse and maintaining life until help arrives.

Course Content:

- * Acting safely , promptly and effectively in an emergency
- * Treating an unconscious casualty (including seizure)
- * Cardio Pulmonary Resuscitation – CPR - adult , child and baby
- * How to use an AED
- * Heart attack / chest pain
- * Choking
- * Wounds and bleeding
- * Shock
- * Minor injuries
- * Preventing cross infection
- * Reporting and recording of incidents and actions and use of available equipment

Certification

In order to gain a certificate, you must:

- * Be aged 16
- * Attend all the course hours
- * Be physically able to carry out the practical elements of the course
- * Be able to demonstrate first aid knowledge
- * Be continuously assessed on your skills

An Approved First Aid at Work Certificate, valid for three years, will be awarded to all successful candidates.

Important Note

The HSE now recommends that first aiders undertake annual refresher training. Please refer to the Annual First Aid Refresher for further details.

Course dates	Venue	Times
Monday 10 October 2016	John Charles Centre for Sport Middleton Grove, Leeds, LS11 5DJ	0900 – 1600
Tuesday 8 November 2016		0900 – 1600
Friday 9 December 2016		0900 – 1600
Friday 6 January 2017		0900 – 1600
Monday 6 February 2017		0900 – 1600
Tuesday 28 February 2017		0900 – 1600
Tuesday 7 March 2017		0900 – 1600

ALL COURSES NOW INCLUDE HOW TO USE AN AED

Paediatric First Aid - 2 Day Course

£90 per candidate

This comprehensive paediatric first aid course is in line with the Statutory Framework for the Early Years Foundation Stage (EYFS) and meets the requirements of Ofsted. It is suitable for childminders, nursery and school staff, dealing with foundation stage.

Course Content:

- * Planning for first aid emergencies
- * Dealing with emergencies
- * Child & baby CPR
- * How to use an AED
- * Shock
- * Anaphylactic shock
- * Electric shock
- * Bleeding
- * Burns and scalds
- * Choking
- * Suspected fractures
- * Head, neck and back injuries
- * Poisoning
- * Foreign bodies in eyes, ears and noses
- * Reporting and recording of incidents and actions and use of available equipment
- * Eye injuries
- * Bites and stings
- * Effects of extreme heat and cold
- * Febrile convulsions
- * Epilepsy
- * Asthma
- * Sickle cell anaemia
- * Diabetes
- * Meningitis
- * Croup

Certification

In order to gain a certificate, you must:

- * Be aged 16
- * Attend all the course hours
- * Be physically able to carry out the practical elements of the course
- * Be able to demonstrate first aid knowledge
- * Successfully complete the final assessment

A Paediatric First Aid Certificate, valid for three years, will be awarded to all successful candidates.

Course dates	Venue	Times
Mon 19 & Tues 20 September 2016	John Charles Centre for Sport Middleton Grove, Leeds, LS11 5DJ	0900 – 16.00
Tue 1 & Wed 2 November 2016		0900 – 16.00
Mon 23 & Tues 24 January 2017		0900 – 16.00
Mon 13 & Tues 14 March 2017		0900 – 16.00

ALL COURSES NOW INCLUDE HOW TO USE AN AED

First Aid for Sport - 6 hr Bespoke Course

This is a competency based course, designed to train individuals in both theoretical and practical aspects of First Aid in a sporting environment. Ideal for those involved in sporting activities such as a referee, coach or player. Schools - this course fulfils SLUK requirements and is ideal for BTEC, Sports GCSE PE and Sports Leaders. If you would like this course delivered in your school, please see the Bespoke Courses.

Course Content:

- * Understand the role of a first aider
- * Acting safely, promptly and effectively in an emergency
- * Treating an unconscious casualty (including seizure)
- * Cardio Pulmonary Resuscitation – CPR - adult / child
- * How to use an AED
- * Heart attack / chest pain
- * Choking
- * Wounds and bleeding including head injuries
- * Eye injuries
- * Shock
- * Fractures
- * Sprains and strains
- * Spinal injuries
- * Burns and scalds
- * Asthma
- * Effects of extreme temperature
- * Preventing cross infection
- * Reporting and recording of incidents and actions and use of available equipment

Certification

In order to gain a certificate, you must:

- * Be aged 16
- * Attend all the course hours
- * Be physically able to carry out the practical elements of the course
- * Be able to demonstrate first aid knowledge
- * Be continuously assessed on your skills

A First Aid for Sport Certificate, valid for three years, will be awarded to all successful candidates.

Exclusive Discounted Courses Available!

- + Tailored to your requirements
- + Delivered directly at your premises
- + At a time to suit you, weekday, evenings, weekends - the choice is yours!

See Bespoke Courses - page 10

Community First Aid - 3 hr Bespoke Course

The course is designed for those wishing to gain basic knowledge of what to do in an emergency. This qualification may be suitable for those wishing to gain a basic First Aid qualification as a pre-requisite for a National Governing Body coach education qualification.

Course Content:

- * Acting safely, promptly and effectively in an emergency
- * Treating an unconscious casualty (including seizure)
- * Cardio Pulmonary Resuscitation – CPR
- * How to use an AED
- * Choking
- * Bleeding
- * Shock

LEARN
HOW TO
SAVE A LIFE!
WITH THESE
GREAT COURSES
at fantastic
low prices!

Certification

In order to gain a certificate, you must:

- * Attend all the course hours
- * Be physically able to carry out the practical elements of the course

- * Be able to demonstrate first aid knowledge
- * Be continuously assessed on your skills throughout the duration of the course

A Community First Aid Certificate, valid for three years, will be awarded to all successful candidates.

AED with Life Support - 2 hr Bespoke Course

The course is designed for people who don't have a current first aid certificate but want to learn how to use an Automated External Defibrillator AED.

Course Content:

- * Acting safely, promptly and effectively in an emergency
- * The chain of survival
- * Treating an unconscious breathing casualty
- * Cardio Pulmonary Resuscitation – CPR
- * How to use an AED
- * The heart and basic heart rhythms
- * AED safety considerations and maintenance

Certification

In order to gain a certificate, you must:

- * Attend all the course hours
- * Be physically able to carry out the practical elements of the course

- * Be able to demonstrate first aid knowledge
- * Be continuously assessed on your skills throughout the duration of the course

An AED with Life Support Certificate, valid for one year, will be awarded to all successful candidates.

Bespoke Courses for your Organisation

Excellent Training & Huge Savings

Leeds City Council - Leeds Lifesaving can deliver first aid courses for your organisation.

We will:

- * Tailor to your requirements
- * Deliver directly at your premises
- * At a time to suit you, weekday, evenings, weekends - the choice is yours!

Course	Cost for 12 candidates	Bespoke Cost for up to 12 candidates	HUGE SAVINGS!
First Aid at Work	£2220	£1775	£445
First Aid at Work Re-qualification	£1440	£1045	£395
Annual First Aid Refresher	£540	£435	£105
Emergency First Aid at Work	£960	£655	£305
Paediatric First Aid	£1080	£870	£210
First Aid for Sport	£960	£655	£305
Community First Aid	-	£240	ONLY £20pp
AED with Life Support	-	£200	LESS THAN £17pp

For further information contact:

LEEDS LIFESAVING

Tel: 0113 2475 243

Bookings: 0113 3950001

Email: leeds.lifesaving@leeds.gov.uk

Application Form

Course Details

Title of Course	Venue	Date

Participants Details

Name	Tel No.	D.O.B	Age
Address			
Postcode	Email Address	Gender (please tick)	
		Male	<input type="checkbox"/>
		Female	<input type="checkbox"/>

Medical Information

Do you have any long term illness, health problem or disability?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please state, e.g. learning disability / downs syndrome / cerebral palsy etc. Please also provide any other additional information you feel necessary, e.g. wheelchair user/guide dog etc.			
Please also give details of any important medical information that our staff should be aware of, e.g. epilepsy, asthma, diabetes, dyslexia			

Additional Information

If you are a Leeds City Council employee or Leeds School Teacher applying for a course, please complete the following:

Department/School	Address	Tel No.

Where did you find out about this course? (please tick all that apply to you)

Website <input type="checkbox"/>	Leisure Centre <input type="checkbox"/>	School <input type="checkbox"/>	Library <input type="checkbox"/>	Newspaper <input type="checkbox"/>	Other <input type="checkbox"/>
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Application Form

You do not have to complete the question below but doing so will help us improve our service

Ethnic Origin (please tick one)

White	Mixed Race	Asian or Asian British	Black or Black British	Other Ethnic Origin
British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Gypsy / Traveller <input type="checkbox"/>
Other <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other <input type="checkbox"/>	Any Other <input type="checkbox"/>
	Other <input type="checkbox"/>	Kashmiri <input type="checkbox"/>		
		Other <input type="checkbox"/>		

Declarations

I undertake to inform a member of staff of any changes in the information provided on this form.

Cancellation

We reserve the right to cancel if circumstances make it necessary. Refunds will only be given if the course is cancelled by ourselves.

Data Protection

The information you provide on this form will be held on computer and paper files. Leeds City Council may from time to time send you information and offers about events and services.

If you would like to receive such information please tick this box ☐

Print Name	Signature	Date

Fees

Payment can be made either by debit/credit card by contacting bookings on: 0113 3950001. Alternatively, by cheque, payable to 'Leeds City Council'.

Completed application forms should be returned to:

LEEDS LIFESAVING
John Charles Centre for Sport
Middleton Grove, Leeds, LS11 5DJ
Tel: 0113 247 5243
email: leeds.lifesaving@leeds.gov.uk

For Office Use Only

Date Application Received	Initials	Fee	Receipt No.	Confirmation sent

